



SIGN PERMIT APPLICATION

Date of Application: _____

1) Sign Copy (Wording): _____ 2) Estimated Cost of Sign: \$ _____

3) Sign Address/Location: _____ 4) Sign Type: ☐ Wall ☐ Monument

5) Sign Location (Legal Description, Lot/Blk/Subd): _____

6) Lot or Tract: _____ (Dimensions or Area)

7) Sign Location: _____ 8) Reader Panel: ☐ Yes ☐ No
(Business Center Name or number of feet from known point) (See Sec. 13.5 L Zoning Ord.)

9) Gross Leasable Area: _____ 10) Width of Business Frontage: _____
(For Monument signs in integrated business developments)
(See Section 4 #8 Zoning Ordinances)

11) NOTES: 1) Illuminated signs will require an Electrical Permit. 2) A site inspection MUST be requested and conducted prior to installation of monument signs. 3) Applications will not be approved until property owner has signed application and all information required here on is required. 4) Wall signs shall be uniform in color and style and shall consist of one color chosen by the owner plus white, or signs mounted directly on a wall may be white or a color that is chosen by the owner. 5) Monument sign frames shall be constructed with materials similar in style and a color as the primary material of the principal building.

12) Sign Dimensions:

Wall Sign:

1) Length Horizontal: _____

Width Vertical: _____

Area (Total): _____

2) Length Horizontal: _____

Width Vertical: _____

3) Length Horizontal: _____

Width Vertical: _____

Monument Sign:

1) Length Horizontal: _____

Width Vertical: _____

Area (Total): _____

Sign Height: _____

Wall Sign Colors: _____

13) Property Owner's Name (Please Print): _____

14) Property Owner's Signature: _____

Address: _____ Phone #: _____

15) Sign Installer's Name (Please Print): _____

Address: _____ Phone #: _____

For Office Use Only:

Time period during which applications is valid: _____ Applicable Section of Ordinance: _____

Approval: _____ Application Check _____ Date _____

Approval: _____ City Inspector _____ Date _____

Approval: _____ Building Official _____ Date _____

Approval: _____ Director of Planning _____ Date _____

Comments: _____

Require graphic information must be attached to this form (including site plan and elevation as listed in 13A , B & C). Please select YES or NO in appropriate category. A positive response to all questions is required before approval may be given.

		YES	OR	NO
A. General	1) Drawing to scale?	<input type="checkbox"/>		<input type="checkbox"/>
	2) Scale(s) shown?	<input type="checkbox"/>		<input type="checkbox"/>
	3) Landscaping Plan?	<input type="checkbox"/>		<input type="checkbox"/>
	4) Sign Drawing?	<input type="checkbox"/>		<input type="checkbox"/>
	5) Site Plan?	<input type="checkbox"/>		<input type="checkbox"/>
B. Wall Signs	1) Elevation of business frontage showing all existing signs and proposed signs provided?	<input type="checkbox"/>		<input type="checkbox"/>
	2) A Sit Plan Drawing of the proposed sign?	<input type="checkbox"/>		<input type="checkbox"/>
NOTE: All existing wall sign square footage must be supplied.				
C. Monument Signs	1) Elevation of sign provided?	<input type="checkbox"/>		<input type="checkbox"/>
	2) Site Plan provided with:			
	a) North Arrow?	<input type="checkbox"/>		<input type="checkbox"/>
	b) All building and permanent structures shown?	<input type="checkbox"/>		<input type="checkbox"/>
	c) Street Right-Of-Way showing?	<input type="checkbox"/>		<input type="checkbox"/>
	d) Existing monument signs shown on this and adjacent tracts?	<input type="checkbox"/>		<input type="checkbox"/>
	e) Distances shown between existing and proposed monument signs (both on and off site)	<input type="checkbox"/>		<input type="checkbox"/>
	f) Distance shown between monument signs and Right-Of-Way including street intersections?	<input type="checkbox"/>		<input type="checkbox"/>

NOTE: 50% landscaping on all Monument Signs even Temporary Signs.

All Monument Signs should be framed with the same material style & color of that of the building for which the sign is constructed.

Signage Fee's:

Plan Review & Site Inspection.....	\$30.00
First 96 sq. ft. of sign face.....	\$100.00
Each additional square foot or fraction	
Thereof of sign face.....	\$0.50
Each Re-Inspection.....	\$25.00

Double Fee's:

With respect to the Building, Plumbing, Electrical, Mechanical, M.C.I., Fence, Pool and Sign Permits enumerated above, where work is started or proceeded with prior to obtaining the applicable permit, fees specified shall be doubled. Such doubled fee shall not relieve any person from fully complying with the requirements in the execution of the work nor from any other penalties prescribed in the code.

I hereby certify that the information which I have provided is both accurate and complete and that I will comply with all regulations and ordinances of The City of Missouri City and will complete all work to the highest professional standards. I also agree to contact the Planning Department to schedule a sign erection inspection for the date and time the sign is to be erected. I also agree not to erect any sign or cause such construction to occur without first scheduling such inspection.

Contractor/Authorized Agent

Date